

## Sisseton Wahpeton Oyate

### Job Description

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**Job Title:** Legal Research Technician

**Reports to:** Realty Manager

**Summary:**

Position is located in the Branch of Realty and works closely with Land Acquisitions and Leasing. This position performs legal research of trust or restricted land and resources to ensure tribal lands are effectively preserved by following Tribal Land Use Policies and land lease management services.

Will work on a variety of projects with areas of responsibility of 1) maintaining (TribeVue) a software application that inventories, tracks and manages land assets, 2) maintain SWO's Land database, 3) assists with Fee-to-Trust land acquisitions and 4) identify Canadian Land Interest in trust allotments within SWO Reservation

**Duties and Responsibilities:**

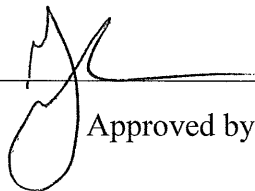
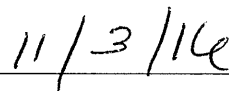
- Responsible for encoding legal descriptions and acreage of all SWO lands into the newly purchased **TribeVue** Land Module software application system.
- Responsible for maintaining and encoding land base information (Allotment number, Allotment Name; Legal description, Original Acreage, Land Usage, Township, County, Lessee, Lease Expiration Date and Cost) in database for the purpose of keeping current land purchasing reports for Audit Reviews.
- Assists with Fee-to-Trust acquisitions by ensuring accurate and timely submission of required documents such as Title Status Report (TSR), trust deed, title insurance policy, Tribal Resolution, Certificate of Inspection (CIP) and maps are part of the application cases to BIA. Preliminary documents such as Notice of Publications, Preliminary Title Opinion (PTO), Notice of Application letters may also be included and part of the case.
- Request Title Status Reports (TSR) from BIA that identify Canadian Land Interests
- Establish a process to identify the present-day (Canadian) owner(s) of undivided fractionated interests held in Fee.
- Request from BIA any and all fee patents issued to Canadian Indians, allotment descriptions/landowners and current status of the allotments.
- General knowledge of 25 CFR Parts 2, 15, 18, 115, 150, 151, 152, 162, 169 & 179,
- Assist Realty Manager with long range planning for SWO to acquire land ownership within the Reservation that allows opportunities for greater influence in land use and development.
- Assist with Tribal Realty meetings involving the BIA, Tribal Council, RPC, THPO and the Planning Department by preparing reports and documents for meetings.

**Qualifications:**

- Entering data and land descriptions requires meticulous attention to detail.
- Good written and verbal communications skills for writing and presenting reports, training others and ability to manage multiple tasks
- Applicant must be a self-starter and must be able to perform duties with little or no supervision
- Computer proficiency and word processing skills
- Stores, organizes and maintains multiple formats for storing data as to land use, lessees, and ownership in a usable condition, assures information is readily available and can disseminate information effectively and accurately
- Good customer service and tactfulness when speaking with property owners; develops and maintains effective relationships; relates well to people in a variety of situations; appreciates cultural diversity, race, gender, disabilities and works at knowing employees to build a trust between employees and management.
- Understands policies and procedures relating to trust assets of the Sisseton Wahpeton Oyate.
- Must be knowledgeable and compliant of the THPO and OEP Codes and sensitive issues on Trust Lands
- Completes other duties as assigned by Realty Manager.
- Must possess State valid driver's license and able to obtain Tribal license.
- Applicable experience required
- Indian preference applies.

**Education and/or Experience:**

- High School Diploma or GED
- Preferred 5 years or more Tribal or BIA Realty experience – would be a plus
- Knowledgeable of the process of Fee-to-Trust Applications

  
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Approved by  
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Date